

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
POSITION DUTY STATEMENT**

<b>CLASSIFICATION TITLE</b>	<b>OFFICE/BRANCH SECTION</b>	
Transportation Engineering Technician	Office of System Planning & Goods Movement	
<b>WORKING TITLE</b>	<b>POSITION NUMBER</b>	<b>EFFECTIVE DATE</b>
Transportation Engineering Technician	910-155-3175-001	3-27-2013

**As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work regularly and on time; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.**

**GENERAL STATEMENT**

Under the supervision of a Senior Transportation Planner, the journey-level incumbent will work in a high production team environment and perform specific office and field duties required for maintaining, accumulating, evaluating, analyzing and reporting a variety of planning and engineering data.

**TYPICAL DUTIES**

<u>Percentage Essential (E) / Marginal (M)</u>	<u>Job Description</u>
40% (E)	Under the lead of the Transportation Concept Report (TCR) Coordinator, and as part of a TCR team, research and compile data, prepare document for review and update existing TCR documents. This also includes research and compiling highway data developed by transportation agencies, traffic modeling, forecasting, traffic operations units and land use planners to analyze transportation system operation.
30% (E)	Coordinate the effort to provide the team with traffic analysis data from internal and external sources and provide support in the evaluation of modeling data, determination of level of service values and performance metrics presented in the TCRs. Coordinate with other staff within the District for special projects and other system planning and goods movement documents.
10% (M)	Provide Geographic Information Systems (GIS) support in the preparation of system planning documents and provide support for other special mapping projects.

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10% (M)	Prepare System Planning Statements, Fact Sheets and Project Study Report Proposals for specific projects for the District. This includes gathering the necessary data, analyzing information and compiling the final statement, proposal, or fact sheet.
10% (M)	Provide support for system planning activities which may include but are not limited to attending and participating in meetings with internal and external customers.,

## **KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

- Assist in preparing complete System Planning documents and reports, and review reports, plans, and corridor studies from various internal and external sources.
- Use Microsoft Office with advanced-level ability to use Excel, and various technical computer applications, such as CORSIM, HCS, Synchro, and TDMs, to do transportation engineering technician work.
- Assist in the development of ArcGIS mapping and manipulate aerial photographs to produce demonstration displays for reports and public meetings.
- Assist in field surveys and investigations, including photographic records and illustrations.
- Review technical documents and studies for completeness and accuracy.
- Plan, organize and schedule work to accomplish the District System Planning & Goods Movement Program mission, goals and objectives.
- Use initiative to take the appropriate action as dictated by schedule or receipt of information in a fast-paced environment, changing priorities, and evolving processes.
- Read and interpret documents such as Department directives, policies, procedure manuals and statutes. Have and maintain proficiency in the use of HCM, HDM, PPM, ITE and DOF demographic data.
- Communicate well within the team, the Division, other District divisions, and headquarters and occasionally with local, federal, and other State agencies on transportation projects, and with vendors on technical issues with software tools. Contact can be by telephone, electronic mail, written correspondence, facsimile, and in person.
- Coordinate and assist transfer of data and analysis work products between the office of SP & GM and the Travel Forecasting Branch, including streamlining procedures, implementing best practices, and performing quality control.

## **CONSEQUENCES OF ERROR**

This position requires a high level of technical ability to accurately analyze and record information, and meet timelines and schedules. Decisions required are normally limited to those areas related to the daily activities associated with this position. Failure to perform in a professional manner and provide accurate information could result in lost time, money and credibility.

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## **PUBLIC AND INTERNAL CONTACTS**

Frequent contacts and coordination are required with personnel from various Caltrans units within the District and occasionally from other districts in the state. Frequent coordination is also required with private planning consultants and with planning staff from public agencies. Some contact with the public is made at local meetings and responding to requests for information.

## **WORK ENVIRONMENT**

While at their base of operation, employees will normally work in a climate-controlled office under artificial lighting. Employees may be required to sit for long periods of time using a keyboard and video display terminal. Ability to move and carry various office equipment including but not limited to 25 pound (approximate weight) computers, laptops, and projectors, on an occasional basis.

Employees may also be required to perform occasional field work outdoors and may be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold, sometimes in close proximity to vehicular traffic.

## **PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS**

The incumbent in this position will be required to work at computer stations using a keyboard and video display terminal, throughout the day as needed to complete the above listed duties and may entail occasional lifting, bending, and stooping. Occasional outdoor work may involve wearing appropriate safety equipment, and working in a non-climate controlled environment and on uneven terrain.

This position requires functioning in an office work environment where priorities can change on a daily or even hourly basis. The incumbent may be required to deal with this changing protocol, including multiple assignments and priorities, and the effect it can have on co-workers, and his/her personal state of mind. The ability to develop and maintain cooperative working relationships; respond appropriately to difficult situations, emotionally-charged issues or problems, is essential.

**I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)**

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**EMPLOYEE****DATE**

I have discussed with a provided a copy of this duty statement to the employee named above.

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**SUPERVISOR****DATE**

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